



"After all is said and done – along comes somebody who wants to know what happened."

-- Franklin P. Jones

Purchasing Update

Division of Purchasing, Idaho Department of Administration

Issue 6

July 1, 2002

Revised Purchasing Publications Update

Revisions to the *Purchasing Reference Guide* include a new Cover and Table of Contents. Four chapters have been revised to due to minor number format problems (no change in text).

Cover Page & Table of Contents

Chapter 5 Vendor Registration & Bid Notification System

Chapter 9 Request for Proposal

Chapter 10 Evaluation and Award

Chapter 19 Information Technology Purchasing

To download these publications go to <http://www2.state.id.us/adm/purchasing>, click on "Agency Info" and then on "Publications" or "What's New."

Statewide Contract Updates

Contract SBPO 1056 - Grainger - Industrial Supplies and Equipment Contract.

This is the new WSCA sponsored contract with W.W. Grainger, Inc. that was introduced at workshops in May and June. This permissive use contract with Grainger provides for discounts from catalog prices for a large variety of items. There are also 91 separate line items (Pages 15 - 25 of the contract) with specific fixed pricing. NOTE: PLEASE REVIEW EXHIBIT A OF THE CONTRACT FOR A LIST OF EXCLUDED CONTRACT ITEMS - USE EXISTING STATEWIDE CONTRACTS FOR THESE EXCLUDED ITEMS). The effective date of the contract is June 3, 2002. By registering on-line at Grainger's web site - www.grainger.com, agency users can access Idaho's net discounted pricing for most products. Delivery time for stocked items is 1-3 days and non-stocked items should be delivered within 7-10 days.

Contract SBPO 1018 (formerly SBPO 129) - Unisource - Paper & Plastic

Products. Two minor changes were made to this contract. Amendment 4 to the contract corrected some erroneous pricing for Item 23.D. Amendment 5 corrected packaging and

pricing for Item 8E. The contract was renewed for another year, now expiring on June 21, 2003.

Contract SBPO 1051 (formerly SBPO 127 - Intermountain Auto Glass Replacement Autoglass for Zone 3 - Boise. Amendment 3 effective June 6, 2002 has been issued. In the spirit of helping agencies with reduced budgets, the Contractor is offering an additional 10% discount from the contract prices if the agency delivers the vehicle to Intermountain's Boise location for window glass replacement. The special discount will expire September 30, 2002. The Contractor will continue to offer mobile service to the agency's location, but no additional discounting beyond that already in the contract will apply.

Contract SBPO 165 - Fisher's Office Equipment - Facsimile Machines. Effective June 3, 2002 the Category 4 fax machine (Purchase only option) was changed from a Muratec Model 1600 to a Canon Model 3175. There is no change in the base price, but several features have been upgraded. The replacement model also has network printing and faxing capability.

Contract SBPO 162 - Pitney Bowes, Inc. - Facsimile Machines. Effective December 3, 2001, the Contractor's name changed to Imagistics International, Inc. (formerly Pitney Bowes Office Products, Inc.), a spin off of Pitney Bowes, Inc. Amendment 1 effective May 6, 2002, changed the Pitney Bowes Model 3400 fax machine to an Imagistics Model 2500. Pricing is unchanged, but several upgraded additional features are available.

Help Finding Suppliers

On July 1, 2001, vendor registration was no longer required in order to bid on State of Idaho solicitations. The Division of Purchasing stopped accepting vendor registrations and no longer keeps the database current. A recent survey showed that a few agency buyers are still accessing the old vendor database to search for potential suppliers. Because it is so outdated, the Division of Purchasing will soon remove the *Vendor Inquiry* function from the web site.

How can you find suppliers? Using the Internet is a good way to find potential suppliers. Listed below are a few web sites that search for suppliers. All of these sites are listed on the Division of Purchasing web site under *Agency Info, Related Links*.

The Purchasing Guide – (<http://www.purchasingguide.com>) PurchasingGuide.com is a search system for buyers to source suppliers nationwide. This system allows buyers to search for specific items or services by description, manufacturer, part number, or company name.

PRO-Net – (<http://pronet.sba.gov>) Search for vendors using the U.S. Small Business Administration's Procurement Marketing and Access Network. Over 195,000 small businesses profiled.

The Thomas Register of American Manufacturers – (<http://www2.thomasregister.com/index.cgi?balancing/>) A free buyers guide to suppliers, products and specifications.

The Blue Book of Building and Construction – (<http://www.thebluebook.com>) A free listing of Architects, Engineers, Equipment Dealers, General Contractors, Manufacturers, Material Distributors, Minority and Women-Owned Firms, and Subcontractors in all the major and specialty trades.

Prosavvy - (<http://www.prosavvy.com>) A free listing of consulting firms.

GovCommerce - (<http://www.govcommerce.net>) A web site designed for both government buyers and vendors. Free site content includes news, expert advice, "how to" articles, a highly focused bid search engine, and the world's largest database of U.S.-based government vendors.

QwestDex – (<http://www.qwestdex.com/cgi/search.fcgi?>) Use the business listings of this on-line directory to search for businesses by location, business type, or name.

Purchasing A2Z – (<http://www.purchasinga2z.com>) PurchasingA2Z was developed to provide sophisticated purchasing and supply management professionals with the latest procurement trends, news, economic data, purchasing, inventory management, supply management and e-commerce information to enhance their company's purchasing and supply management standards of excellence.

SiCommNet BASEC – if you are a buyer in the BASEC system you can search for the database for vendors by location or commodity code similar to our old registration system database. There are 8,000 vendors currently registered in the BASEC system.

Do you have more? If you are using other web sites to search for potential suppliers, please let us know and we will share them with agency buyers across the state.